Welcome to the PRISM TRKS Project Team’s first Project Update. Each month we will provide information designed to keep you up-to-date on the status of the project and to help prepare for the PRISM TRKS implementation. The information contained in these updates can also be found on the Project Website once it is available. In some cases, the website will have additional detail.

Who is Included in the Initial Implementation of PRISM TRKS?

The initial implementation of PRISM TRKS will include all full-time regular and part-time regular classified staff. When the system goes live, all employees whose job type is ‘Staff’ except for Coaches and temporary employees will enter their hours worked and time off into an on-line timecard. For the staff included in the initial implementation, PRISM TRKS will become the sole method for submitting time. HPCRs will no longer be used to pay the non-exempt staff in this group.

Who is Not Included in the Initial Implementation of PRISM TRKS?

- Coaches
- Full-Time Temporary and Part-Time Temporary Staff
- Union Eligible Employees
- All-Temps
- Faculty
- Academics, Certificates, Post Doctorals or Research Associates
- Federal Work Study Students or Student Workers

All of the employees on the above list will continue with their current method of time reporting. If HPCRs or timecards are currently used, they will continue to be used as the method of paying the employees in this group.

Key Features of PRISM TRKS

PRISM TRKS will simplify the time collection process by:

- Automatically calculating Compensatory and Overtime for non-exempt staff
- Automatically tracking accrual and use of vacation, sick and personal time
- Displaying available vacation, sick, and personal time balances on on-line timecards
- Displaying any accrued compensatory time balances on on-line timecards (non-exempt staff only)

Upcoming Key Project Dates

- **March 10th**: Data Collection spreadsheets are due. Please contact your Compensation Analyst if you have any questions or issues with data collection activities.

PRISM TRKS Web Site

Is currently in development and should be available in April.